

Questions from the 11-3-2010 Pre-Proposal Conference

Q1. Define financial statements – are they tax returns or profit/loss statements?

Answer: Both. Attach the financial statements to the original proposal – do not attach financial statements to the four copies that will accompany the original proposal.

Q2. What is the fiscal year for the proposed program?

Answer: FY 2012: July 1, 2011 through June 30, 2012

Q3. What was last year's GHS amount?

Answer: \$502,841 was the final adopted budget; \$622,580 was the amount originally budgeted.

Q4. What was the number of agencies funded last year?

Answer: 16 agencies – 24 programs.

Q5. How do we determine what our proposed service is costing the county?

Answer: We do not expect that you will know the County's expenditures for a specific service. We do want to see how you analyzed your costs in providing the service. In many cases, the County government does not provide the proposed service/program.

Q6. Is monitoring part of the Program Assessment report?

Answer: The Program Assessment report is one component of GHS monitoring. If the monitoring is scheduled after the Program Assessment report has been submitted, a review of the report will be part of the monitoring visit.

Q7. Is a copy of the Program Assessment report provided?

Answer: Yes – it is page 13 in the RFP. The RFP can be downloaded at <http://www.FrederickCountyMd.gov/ghs>.

Q8. How is the scheduling of the monitoring visit handled – how much notice is provided?

Answer: We do intend these visits to be productive, not intrusive. A mutually beneficial date will be scheduled for each program/agency funded.

Q9. When will the checks for the FY2012 GHS be received by the funded nonprofits?

Answer: Checks are organized into two categories: 1) Those agencies awarded \$15,000 or less will receive one check by August 1, 2011; 2) Agencies awarded \$15,001 or more will receive four payments distributed in the beginning of July 2011, October 2011, January 2012, and April 2012.

Q10. Should we contact CSD if our agency head (CEO, President, etc.) changes after our application is submitted?

Answer: Yes. Please forward agency head changes to lbarnes@FrederickCountyMd.gov.

Q11. Should the advisory board information be the same as the board of directors?

Answer: Yes. See page 7 of the RFP. Both listings should contain each member's name, business affiliation (if applicable), and address. The county of the business should also be noted along with the county of residence. If the non-profit has additional advisory groups that are separate from the board of directors and these advisory groups are associated with the programs(s) proposed, describe the advisory nature and makeup of the group. Include a list of members of these groups.

Q12. Are the page limits per side?

Answer: Yes. Page limits refer to sides of paper. A limit of two pages = two sides.